

Alabama Workforce Stabilization Program (AWSP)

AWSP Participant Flow:

Participant inquires at Career Center:

- AlabamaWorks Registration Completed
- Resume Completed
- WIOA Suitability and Eligibility Completed
 - Client will be referred to AE and contacted by AE to schedule TABE
- Case Manager will enter provided services to include referral to Education Services (AE)
- Complete AE Referral Form and email to specific contact at College
- AE Staff will contact client to schedule TABE M Level Test
- AE Staff will complete TABE information on Referral Form and indicate what Level client will be enrolled and email back to Career Center staff
- Career Center will enter proper data into AlabamaWorks

ONCE ENROLLED:

- College Staff will notify Career Center staff as the client makes progress or changes level
- College Staff will notify Career Center staff if client needs an ITA or OJT
- College Staff will notify Career Center staff if client drops out or completes program
 - College Staff will be the College AWSP Contact person/AE Instructor/Training Instructor
- Career Center staff will enter all data entry into AlabamaWorks

Participant inquires at College:

- College staff will review for possible eligibility
- College staff will explain to client that they “could” be eligible and could proceed with TABE before going to Career Center
 - Client choice to do this or visit Career Center for complete eligibility
- Should client TABE:
- College will do a “reverse” referral
- TABE Client on M Level
- College staff will complete referral form with scores and level and email to Career Center staff
 - If client has required documents College staff could gather and scan with referral form
- Career Center staff will contact client for eligibility appointment
- Career Center staff will email College staff to indicate if client is eligible
- Career Center will enter proper data into AlabamaWorks

ONCE ENROLLED:

- College Staff will notify Career Center staff as the client makes progress or changes level
- College Staff will notify Career Center staff if client needs an ITA or OJT
- College Staff will notify Career Center staff if client drops out or completes program

- College Staff will be the College AWSP Contact person/AE Instructor/Training Instructor
- Career Center staff will enter all data entry into AlabamaWorks

Potential Individual Training Account (ITA) Participant Flow:

- AlabamaWorks Registration Completed
 - Resume Completed
 - WIOA Suitability and Eligibility Completed
 - Client will be referred to AE and contacted by AE to schedule TABE
 - Case Manager will enter provided services to include referral to Education Services (AE)
 - Complete AE Referral Form and email to specific contact at College
 - AE Staff will conduct TABE Test to include Locator in Reading and Math
 - AE Staff will complete TABE information on Referral Form to indicate locator level and score and email back to Career Center staff
 - Client will need to score “M” level or higher to be enrolled into an ITA
 - Enrollment into training will be based on suitability of client with WIOA Case Manager
 - Should the client score lower than “M” on the locator they will need to enroll in Adult Education for remediation
 - Once the client scores “M” on the locator they will be referred back to WIOA for possible enrollment into an ITA

Each office will work with their local Adult Ed Instructor to establish a best practice on scheduling clients to be TABE'd in a timely manner.